

HR Updates Table

(Updates from December 1, 2004 through the current date)

Procedures Updated	Date Updated	What was updated
Worker's Compensation	12/29/2004	<p>Added text in red to the Purpose section, it now reads:</p> <p>“Use this procedure to record reimbursable sick leave (LD) an employee uses when injured on the job, reimburse an employee for workers comp leave buy back (LDWC) and reimburse an employee for workers comp leave without pay (LDLW) taken.”</p> <p>Many other changes and several decisions tables added, please review this document for updates.</p>
ZT22 - Employee Leave Earning Rate Report	12/29/2004	<p>New report descriptor in Personnel Management section of Reporting. This report will be used to identify current leave accrual rates and the calculated next leave accrual date and rate. It can also be used to identify employees with no Date Specifications infotype (0041) or an IT0041 with no date type 09 (Adjusted Leave Service Date).</p>
ZT11 – Time Evaluation Error Message Report	12/29/2004	<p>Under REPORT IDENTIFICATION section, subsection <u>Menu Path</u>, moved to Time Management section. Under REPORT SELECTION CRITERIA AND OUTPUT section, subsection <u>Selection Criteria</u>, added field: Time Administrator. Under subsection <u>Report Output</u>, added fields: Time Administrator. Under NOTES AND TERMINOLOGY section added: “Notes: Employee Administrators <u>and</u> Time Administrators can view time eval errors for periods when they do not “own” the employee. This is necessary since any error, whether it falls within the agency’s period of ownership or not, will result in the employee being locked out of biweekly payroll processing.”</p>
ZP19 – Position Data by Personnel Area	12/22/2004	<p>Under REPORT SELECTION CRITERIA AND OUTPUT section, subsection <u>Selection Criteria</u>, added fields: Organization Unit, Cost Center and AFS Program. And under the subsection <u>Report Output</u>, added fields: Contract Type, AFS Program and AFS Subprogram.</p>
ZP161 – Garnishment Remit Rule Report	12/15/2004	<p>New report descriptor for OSUP only. This report identifies employees and garnishment remit rule by vendor number to determine if any additional system entries must be completed to correctly pay vendors.</p>
ZP112 – Leave Liability Report	12/16/2004	<p>Under REPORT SELECTION CRITERIA AND OUTPUT section, added sentence: “To identify current leave liabilities, use the Quota Payout Projection Report (ZP159).”</p>
Capping Straight Time Compensation Crisis Leave Pool – Leave Donor Maintain Absence Quote (PA) Maintain Substitutions (PA) Maintain Absence Quota Maintain Substitutions Object On Loan	12/16/2004	<p>Added the PA30 transaction code, along with the PA61 transaction code already defined in each of these procedures.</p>
Time Administrator Records Time	12/09/2004	<p>New procedure for Time Administrators Time Entry. This</p>

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		<p>procedure was shortened to only include the pertinent steps for inputting time. Hyperlinks were created for additional information users may need to view. (i.e., Match Code Search, Cost Distribution, Absence and Attendance Type Codes, etc.)</p> <p>This Purpose of this procedure reads as follows: "Use this procedure to record absence or attendance entries for both Negative (TM Sts = 9) and Positive (TM Sts = 1) time entry status employees. Cost information is required if the absence or attendance must be charged to a designation other than what is stored on the employee's Cost Distribution infotype (0027)."</p>
Record Overtime/Comp Time 40/80 Hours Work Schedule Time Administrator Records Time for Employees with Over 40/80 Work Schedule Time Administrator Records Time with Costing Time Administrator Records Time without Costing	12/09/2004	<p>All four of these procedures were replaced on the HR Online Help, with one procedure, which is: Time Administrator Records Time.</p>
ZP68 – Dependent Care/Health Care/Deferred Comp Balances Monitor	12/03/2004	<p>Under REPORT SELECTION CRITERIA AND OUTPUT section, subsection, Report Output, section (Additional fields for Deferred Compensation/Tax Shelter Report), added fields YTD Cafeteria Sheltered Amount, Employer's MTD Deductions, Employer's QTD Deductions and Employer's YTD Deductions.</p> <p>Under SELECTION CRITERIA HINTS section, added text: It reads: "Note: The user should exercise caution when utilizing this field for Deferred Compensation/Tax Shelter. The report output will only contain information for the benefit plan(s) whose year-to-date deductions exceed the specified amount. (For example, if an employee is enrolled in more than one §457 plan, the output will only contain the particular plan that is in excess of the amount entered on the selection screen.)"</p> <p>Also added column under example for 2004.</p> <p>Under NOTES AND TERMINOLOGY section, under Definitions section added:</p> <p>Bi Wk Ded—Dependent Care/Health Care</p> <ul style="list-style-type: none"> If the report is executed for Dependent Care or Health Care, the amount shown in this column is taken from the last payroll result for an employee for the specified time frame. This field is only populated if a check date is specified on the selection screen. <p>Bi Wk Ded—Deferred Compensation/Tax Shelter This field is populated from the Pre-tax contribution field on the employee's Savings Plan infotype record.</p>

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